

WESTINGHOUSE SAVANNAH RIVER COMPANY**INSTRUCTIONS TO BIDDERS****A. SUBMISSION OF SEALED BIDS (Construction Procurements)**

Bids must be submitted typed or legibly handwritten in ink and sealed in an envelope. Oral, and/or facsimile bids are not acceptable. Bids may be either mailed or hand carried to the Bid Control Office (BCO) Westinghouse Savannah River Company, Procurement and Materials Management Department, 730-4B, Aiken, SC 29808.

B. LATE BIDS, MODIFICATIONS AND WITHDRAWAL OF BIDS**1. Late Bids and Modifications:**

- (a) Any bid received at the Bid Control Office after the exact time specified for receipt will not be considered unless received before award, and either:
 - (1) It was sent by registered or certified mail not later than the fifth calendar day prior to the date specified for receipt of bids (e.g., a bid submitted in response to a solicitation requiring receipt of bids by the 20th of the month must have been mailed by the 15th);
 - (2) It was sent by mail and it is determined by WSRC that the late receipt was due solely to mishandling after receipt at WSRC.
 - (3) It was sent by U. S. Postal Service Express Mail Next Day Service-Post Office to WSRC not later than 5:00 P.M. at the place of mailing two working days prior to the date specified for receipt of bids. The term "working days" excludes weekends and Federal holidays.
- (b) Any modification or withdrawal of a bid is subject to the same conditions as in paragraph (a) above.
- (c) The only acceptable evidence to establish the date of mailing of a late bid, modification or withdrawal sent either by registered or certified mail is the U. S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U. S. or Canadian Postal Service. Both postmarks must show a legible date, or the bid shall be deemed to have been mailed late. (The term "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed on the date of mailing by employees of the U. S. or Canadian Postal Service.) Therefore, bidders should request the postal clerk to place a hand cancellation bull's eye "postmark" on both the receipt and the envelope or wrapper.
- (d) The only acceptable evidence to establish the date of mailing of a late bid, modification or withdrawal sent by U. S. Postal Service express Mail Next Day Service-Post Office to WSRC is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on the envelope or wrapper and on the original receipt from the U. S. Postal Service. "Postmark" has the same meaning as defined in paragraph (b) of this subsection, excluding postmarks of the Canadian Postal Service. Therefore, bidders should

request the postal clerks to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

- (e) The only acceptable evidence to establish the time of receipt at the BCO is the time/date stamp of the Bid Control Office on the bid wrapper or other documentary evidence of receipt maintained by WSRC.
- (f) Notwithstanding paragraph (a) above, a late modification of an otherwise successful bid that makes its terms more favorable to WSRC and the government will be considered at any time it is received and may be accepted.

2. Withdrawal of Bids

Bids may be withdrawn by written notice received at any time prior to the exact time set for receipt of bids. A bid may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for receipt of bids, the identity of the person requesting withdrawal is established and that the person signs a receipt for the bid.

C. OTHER CONSIDERATIONS

- 1. When a bid, or modification thereto, is received late and it is clear from available information that it cannot be considered, the Buyer shall promptly notify the offeror.
- 2. Late bids or modifications thereto, that are not considered for award shall be retained with other unsuccessful bids. However, any bid bond or guarantee shall be returned.
- 3. If an unsuccessful offeror requests return of a bid, such return shall not be made until after award.
- 4. Bids received after award should be returned to the bidder unopened with an explanation that award has been made.

D. ADDRESS

Bids are to be addressed as follows using the pre-addressed mailing label included with this solicitation:

This Label to be Affixed to the Outside Envelope

_____	Bid Control Office
Supplier's Name	Westinghouse Savannah River Company
_____	Procurement and Materials Management Dept.
	730-4B
Solicitation No.	Aiken, South Carolina 29808

SEALED BID - BCO DO NOT OPEN

NOT TO BE OPENED BEFORE _____ ON _____

E. NO-BID RESPONSES

Submit your NO-BID response addressed as above, adding the words "NO-BID" under the Date Due.